

NAME: _____

APPLICANT/NEW HIRE PACKET CHECKLIST:

- ☐ INTERVIEW REPORTS
- ☐ INTERVIEW LOG
- ☐ PROFESSIONAL REFERENCE CHECKS
- ☐ PERSONAL REFERENCE CHECK
- ☐ PAST 3 YR DRIVING RECORD
- ☐ FLORIDA DRIVERS LICENSE CHECK
- ☐ TRANSCRIPT REQUEST LETTER SENT
- ☐ SAFETY SENSITIVE POSITION
- ☐ ALCOHOL AND CONTROLLED SUBSTANCE FORM
- ☐ CRIMINAL BACKGROUND CHECK
- ☐ FORMER EMPLOYEE
- ☐ ORIGINAL APPLICATIONS CHECKLIST
- ☐ QUALIFICATION SHEET
- ☐ EEO LOG
- ☐ COMPARISON REPORT
- ☐ ACCESS REPORT QUERY FOR ABOVE ENTRY PAFS
- ☐ OFFICIAL REQUEST FROM DEPARTMENT FOR A TERMINATION

UNION - TEAMSTERS

Promotional Opportunity:

☐ or ☐ N/A

Has employee had any disciplinary actions in the last 3 months? ☐ Yes or ☐ No. If yes, see Article 22.3 before further processing of PAF.

☐ or ☐ N/A

All things being equal – the Senior employee has preference. Does the employee selected have equal qualifications to another applicant for the position?
☐ Yes or ☐ No. If yes, See Article 22.3.

New Hire or Current employee:

Is this a Management Position? ☐ Yes or ☐ No. Management positions are mandated to be posted for In-House promotional opportunity (Article 22.6).

Termination/Resignation:

☐ or ☐ N/A

Waiver – For Payment of Annual Leave must be completed. See Article 30.E.5.